



KANSAS

MARILYN L. JACOBSON, INTERIM DIRECTOR

DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT

KATHLEEN SEBELIUS, GOVERNOR
DUANE A. GOOSSEN, SECRETARY
CAROL L. FOREMAN, DEPUTY SECRETARY

NOTICE TO PROCEED

DATE:

TO: Contractor's Name
Contractor's address

RE: Project Number, Title and Location

Gentlemen:

You are hereby notified to commence work on the referenced project on Construction Start Date and are to be fully complete with the work, including all punch list items, within Number of Calendar Days consecutive calendar days. Therefore, the contract completion date is Construction Completion Date.

Sincerely,

Your Name
Your Job Title
Facilities Planning, Design & Construction

pc Lori Ploude